

**(U) Ask Zelda!: Avoiding Lock-Up**

FROM: "Zelda," Dispenser of Advice on Workplace Issues

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(U) The article below is unclassified. Also, the question has been edited for brevity.

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Dear Zelda,

Locking up the office is technically everyone's responsibility, but three of us who tend to stay later are being taken advantage of.

Some newer branch members have been here for at least seven months and have been taught how to lock up the office. There are also notices posted throughout the office detailing what needs to be secured before leaving. However, they regularly leave their personal flippers unlocked, so the last person has to manually transfer the contents into a common-area flipper. We have continually reminded

them to lock their flippers--verbally and with notes--the following morning, but they resist this duty by either leaving early or simply leaving the office unlocked!

These members refuse to lock up the office because, according to them, it "prevents them from leaving on time." They don't appear have a problem, however, making one of the three of us regularly spend 45 minutes manually transferring their flipper contents into a common-area flipper. Talking to management has not helped, as they avoid confrontation at ALL COSTS, preferring only to send an office-wide e-mail politely reminding everyone that we have to lock up the office.

I have run out of options, and this inconsiderate behavior is wearing on my patience. Please help, Zelda!

Sincerely,  
Locked Out

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Dear Locked Out,

I am outraged on your behalf! That is very rude. I must admit, my first reaction next time this happens would be to transfer the offender's flipper contents to a remote empty flipper and not tell them which one. ;^)

If your management's polite email doesn't do the trick, start with your organization's Security Advisor. This is one of your co-workers who has this responsibility as an additional duty. If your organization doesn't have one, contact your Staff Security Officer (SSO). You can look up both these people **HERE**. Your Security Advisor, and definitely your SSO, can have a lot more influence with your management than one annoyed late-shift person. They can also institute some procedural changes.

Some practices your office might want to institute if it doesn't already have them:

- Magnetic OPEN/CLOSED signs for flippers, desk drawers, and anything else that contains classified information.

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- A sign-out sheet by the door that all employees must initial before leaving, certifying that their area has been secured. At the bottom of the sheet would be a space for the very last person to initial, certifying the common areas.
- "AREA SECURE" table tents for each person's desk.

Are you a lock-up avoider? Set a calendar reminder for yourself to start closing things up 5 minutes before your departure time. That way this important security measure won't prevent you--and your late shift co-workers--from leaving on time.

*Zelda*

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